

PD-ARL-010

**TRIP REPORT:
PHILIPPINES LOCAL
GOVERNMENT UNIT
PERFORMANCE PROGRAM
CURRICULUM DEVELOPMENT AND
WORKSHOP**

FEBRUARY 9 - MARCH 6, 1994

**Peg Hume
Paul Fishstein**

FAMILY PLANNING MANAGEMENT DEVELOPMENT

**Project No.: 936-3055
Contract No.: DPE-3055-Q-00-0052-00
Task Order No.: A 1726 PHDOH**

CONTENTS

I.	Executive Summary	1
II.	Background	2
III.	Purpose	2
IV.	Activities	3
	A. Workshop Preparation	3
	B. Workshop Delivery	4
V.	Findings/Conclusions	5
VI.	Recommendations for Future Action	6
	Annex 1: Scope of Work for TDY	8
	Annex 2: Persons Contacted	9
	Annex 3: Pre-Workshop Mailing to LGUs	10
	Annex 4: Selected Workshop Materials	27
	Annex 5: Workshop Participants	49
	Annex 6: Participants' Evaluation of Workshop	51

I. Executive Summary

Management Sciences for Health's (MSH) Family Planning Management Development Project (FPMD) is providing technical assistance (TA) to the Philippines' Department of Health/Office for Special Concerns (DOH/OSC) in the implementation of a USAID-funded Performance Program supporting the devolution of family planning and selected child survival services to Local Government Units (LGUs). Peg Hume, MSH Senior Associate, Population Program, and Paul Fishstein, Senior Program Officer, Asia/Near East, FPMD, visited the Philippines between February 9 - March 6, 1994 to assist the FPMD Resident Advisor and the OSC staff in preparation and delivery of the first in a series of four workshops introducing the Program to the LGUs.

Major activities involved the preparation of the workshop curriculum -- including workshop agenda and schedule, session content, and session materials -- and delivery of the workshop itself. In both of these major activities, the Consultants worked as a team with the FPMD/OSC staff, who will be the main providers of follow-up TA to the LGUs after the workshops. In addition to group team planning meetings, the Consultants held individual meetings with resource persons to ensure that materials and presentation were consistent with policies and procedures being established by OSC.

The workshop design focused on skills building and operational planning for implementation, with each session introducing one plan element (i.e., service delivery, logistics, etc.) and the financial and technical resources that will be made available to support the program, followed by group work in which the LGU teams prepared drafts of that plan element. In the development of plan formats or worksheets, the team attempted to adapt the already familiar worksheets from Area/Program-Based Health Planning.

The workshop was held from February 28 to March 4 at a site near Iloilo City, which is about one hour's flying time from Manila. Representatives of the Provinces of Batangas, Iloilo, Laguna, and Negros Occidental, along with Iloilo City participated in the workshop, as well as staff from the Regional Health and/or Population Offices and a number of central level resource persons. In large part, the workshop flowed and sessions were presented as designed. Because the planning process proved to be much more complex than anticipated, modifications were made in the budgeting session to focus on an example rather than on team work. All LGU teams produced a draft workplan proposal and developed an action plan for their next steps.

Based on participants' feedback and discussions with workshop resource persons, FPMD will redesign the next workshops by reducing the duration, focusing on a smaller number of key activities and inputs rather than on developing full, comprehensive plans, integrating topics where possible, and simplifying the forms and worksheets. Due to the evolving nature of the Philippines family planning system and the number of key implementation issues of the Performance Program still to be resolved, FPMD anticipates providing a significant amount of follow-up TA to the LGUs.

1 -

II. Background

Management Sciences for Health's (MSH) Family Planning Management Development Project (FPMD) is providing assistance to the Philippines' Department of Health/Office for Special Concerns (DOH/OSC) in the implementation of the devolution of family planning (FP) and child survival (CS) services to Local Government Units (LGUs). This devolution occurs at a time when family planning, especially contraception for high-risk women, has attained a renewed high profile in the Philippines, largely due to the vigorous and highly visible efforts of the Secretary of Health. These efforts have been strongly encouraged by USAID through a strengthened program emphasis on population and family planning. The devolution of family planning and child survival services is part of the overall decentralization of central government functions in the Philippines.

One mechanism for supporting this devolution is the USAID-funded LGU Performance Program (LPP), which will provide grants to LGUs to deliver FP/CS services. Initial grants to 20 LGUs will be made for 1995 based on plans submitted by LGUs in late 1994, and subsequent annual funding will depend on the LGUs' ability to meet agreed upon benchmarks. The LPP aims to allow LGUs the flexibility to address local problems and conditions, while retaining overall accountability.

FPMD is working with selected LGUs to develop their capacity to develop plans and implement a comprehensive program of FP/CS services at the local level. At the national level, it is assisting the DOH to adapt to its new role of monitoring and providing guidance and technical assistance (TA) to the LGUs, as well as assisting in the development of a system to monitor implementation of the program and its impact. As devolution brings with it new roles for both the central DOH and the LGUs, it is critical for each level to develop the required management, organizational, and technical skills. After an initial series of workshops in which LGUs will be introduced to the LPP and to technical and financial resources which they can use to support their programs, FPMD/OSC will make follow-up visits to LGUs to assist in plan development, implementation, and monitoring.

This assistance to DOH/OSC was designed during two previous FPMD/Boston visits to the Philippines, in May and July 1993. Project activities are funded under a buy-in from USAID/Manila to the core FPMD Project, and are carried out by a Resident Advisor, Taryn Vian, and technical and administrative staff of the Project office located in the DOH/Manila.

III. Purpose

The purpose of the visit to the Philippines by Peg Hume, MSH Senior Associate, Population Program, and Paul Fishstein, Senior Program Officer, Asia/Near East, FPMD, between February 9 - March 6, 1994 was to assist the FPMD Resident Advisor and the staff of the OSC in preparation and delivery of the first in a planned series of workshops for LGUs introducing the LPP. More specifically, the scope of work was to assist with the design of

the workshop curriculum; identification and preparation of training and resource materials; identification of and coordination with resource persons; organization of administrative and logistical arrangements for the workshop; and serve as Trainer and Facilitator for the workshop (Peg Hume only). The scope of work for the trip is given in Annex 1.

IV. Activities

A. Workshop Preparation

The major activities preceding the workshop involved the preparation of the workshop curriculum, including workshop agenda and schedule, session content, and session materials. The Consultants worked as a team with the FPMD/OSC staff, especially with the Technical Advisors Eireen Villa and Cecilia Lagrosa, who, along with the newly hired Technical Advisor, Alvin Ramos, will be the main providers of follow-up TA to the LGUs after the workshops. After initial briefings with the OSC staff and a team planning meeting with all of the persons to be involved in the workshop, the Consultants held individual meetings with resource persons, both to get a sense of the activities and contributions being made by other projects in the evolving family planning system in the Philippines, as well as to ensure that the resource persons' materials and presentations were consistent with policies and procedures being established by OSC for the LPP. (See Annex 2 for a list of persons contacted.) In addition, one of the Consultants attended sessions of the National Consultative Planning Workshop sponsored by DOH/Family Planning Service (FPS), to help put the LPP into a larger context and to ascertain what implications the FPS information and methodology would have for the OSC program and workshops.

Session planning and materials development followed previously established workshop objectives:

- To introduce the participants to the mechanism through which provinces and cities will be granted DOH-LGU Performance Program Grants;
- To introduce the basic requirements of the proposals and the basis on which these will be selected for funding;
- To introduce the basic management systems, including: contraceptive logistics and information systems, service delivery policies and standards, and budgeting and financial management requirements;
- To familiarize participants with available resources from other Cooperating Agencies, other national institutions such as the National Statistics Office, or NGOs. These might include technical assistance in training, logistics management, information systems, or general management; and

To initiate the process of team building among the members of each Provincial or city team which will be essential to the effective implementation of plans.

The workshop was designed to meet these objectives through a sequence of discrete sessions, each with its own "session objectives" and each developed to convey specified information and/or to develop skills among the participants. After sessions describing the LPP and presenting guidelines for the development of LGU proposals, further sessions focused on the content of required plan elements and/or issues -- i.e., service delivery (family planning and child survival interventions), logistics, information, education, and communication (IEC), training, management information systems, financing, program management and administrative support, and budgeting.

Group work was included in the course design on all five workshop days to allow LGU teams to begin to develop their proposals and draft workplans for participation in the LPP. The scheduling of the team work periods was intended to promote continual refinement of program plans, through incorporation of ideas and insights gained from successive workshop sessions, and with knowledge of the central financial and technical resources that will be available in each area.

In the development of plan formats or worksheets, care was taken to adapt the already familiar worksheets from Area/Program-Based Health Planning, to the extent possible. For budgeting, detailed budgetary guidelines were prepared to address the specific budgetary issues that were expected to arise in the LPP.

To help the LGU participants collect information in preparation for the workshop, a package of materials, including inventory forms for facilities, equipment, and training, was sent to them in advance (Annex 3). Selected workshop materials, including the five-day agenda, all session guides, and sample planning/budgeting worksheets, are included in Annex 4.

B. Workshop Delivery

The workshop was held from February 28 to March 4 at Punta Villa, a training site near Iloilo City, which is about one hour's flying time from Manila. Representatives of five LGUs -- the Provinces of Batangas, Iloilo, Laguna, and Negros Occidental, along with Iloilo City -- participated in the workshop, as well as staff from the Regional Health and/or Population Offices, and a number of central level resource persons. While some of the resource persons came for selected sessions only, and a few participants either arrived late or departed early, most LGU participants were present for the full five days. (See Annex 5 for a list of workshop participants.)

In large part, the workshop flowed and sessions were presented as designed. Resource persons from the LPP (from FPMD and OSC) were assigned to work with individual LGU

teams during their team work, but teams often continued into the evenings on their own, while trainers and facilitators met separately to review progress and to plan for the next day. Because the planning process proved to be much more complex and detailed than anticipated, it was decided to change the budgeting session somewhat and to omit the budgeting team work during the workshop. The budgeting session was redesigned to not only introduce the budgeting worksheet but also to go through a detailed example as a group, filling out the budgeting worksheet on a transparency projected onto a screen using the overhead projector. Eireen Villa, who was the trainer for this session, got input from the group to develop the budget for one objective and major activity. This example was then distributed in hard copy to participants, which they will be able to refer to as they do their own budgeting.

By Friday morning, all LGU teams had submitted a draft workplan proposal. The FPMD/OSC staff committed to getting comments back to them quickly, at which point they will develop the detailed budgets for their activities.

A final session on Friday morning, led by Dr. Cecilia Lagrosa, assisted participants in developing an action plan for 1994, that is, in identifying and specifying the action steps they need to undertake by August 1994 in order to complete their plans. Thus participants were able to leave the workshop with a concrete plan for "where to go from here."

V. Findings/Conclusions

Planning both a workshop and follow-up TA for a system undergoing rapid, structural change is a challenge. In several cases, policy was established during the curriculum development stage. In other cases, the FPMD/OSC team confronted questions concerning Government of Philippines (GOP) procedures and requirements. A number of pending policy and programmatic issues, documented in previous TDY reports, remain unresolved, particularly the mechanism by which the LPP will be financed, and the data and reporting requirements of the GOP.

Other issues arose during the workshop itself, many having to do with the still evolving definition of roles and responsibilities under devolution among central, regional, and LGU levels; among health, family planning, and population programs; and within the LGUs themselves, as for example between provinces and their municipalities and component cities.

The planning process used during this workshop raised many questions. To what extent is it duplicative of the Area/Program-Based Health Planning process? What is the value added to participants in producing a separate plan for the LPP? Can the LPP adequately follow up and provide TA to LGUs in implementing the wide range of activities specified in a "comprehensive" plan as was requested?

At the end of the workshop, participants filled out an evaluation form in which they indicated high overall satisfaction with the workshop and with the usefulness of the sessions in

developing plans, and provided suggestions on possible improvements for subsequent workshops. Participants considered the sessions on budgeting and on addressing barriers to service delivery the most useful, and the individual case study the least useful. The main specific recommendations were to reduce the duration of the workshop, by reducing the length of the sessions and/or integrating topics where possible, and reducing the number of forms and worksheets through simplifying and integrating them. Participants also strongly expressed the need for follow-up TA, feedback, and frequent communication from OSC. Participants expressed interest in knowing more about the role of both POPCOM and the regional offices in the new devolved FP system. (A summary of participant responses to the evaluation are given in Annex 6.)

FPMD will use this participant feedback, along with discussions with resource persons present at the workshop, to redesign the subsequent workshops. Clearly, many of these issues deserve consideration. The following are a few specific findings/conclusions:

- Due to the difficulty of having LGUs develop comprehensive plans, perhaps plans for the LPP should focus on a few key activities/inputs that address known gaps.
- If the scope of the LPP plans is reduced, the workshop can probably be much more focused and its length reduced.
- Resource persons from the central level should be more specific about national policy (especially where there may be changes) and about TA that will be made available to the LGUs by FPMD/OSC.
- While the IEC, logistics, and training resources available to support family planning were fairly well developed and articulated to LGUs, the role of POPCOM and population activities in the LPP need better definition; resources available to support child survival interventions (e.g., in logistics, IEC, training) need to be more fully described.
- The mechanism by which funds will flow to LGUs and the procedures that will be required for budgeting and financial management need to be clarified and conveyed to the participants.
- The large number of LGUs participating in the LPP, coupled with the evolving nature of the system and the issues yet to be resolved, will require a significant amount of TA, which will in turn put significant demands on FPMD/OSC staff.

VI. Recommendations for Future Action

Before the next workshop, the following actions should be taken:

- Determine the range and scope of activities the LPP will support, based on the

experience of the first workshop.

- Revise the curriculum accordingly.
- Meet with resource persons to provide feedback, updates on any changes in program or workshop design, and inputs for the design of sessions, if appropriate, for future workshops.

With regard to follow-up to the initial five LGUs:

- Provide feedback on the draft plans submitted, and schedule follow-up TA visits.

Annex 1: Scope of Work for TDY

1. Finalize development of workshop materials.
2. Identify persons to serve as workshop trainers or as resource persons.
3. Assist with logistical arrangements for the pilot workshop.
4. Act as Trainer and Facilitator in the pilot workshop, which will focus on information sharing, skills building, and team building (Peg Hume only).
5. Based on results of the pilot workshop, begin revision of materials and approach for the next four workshops, currently planned for April.

Annex 2: Persons Contacted

USAID/Manila

Ms. Eilene Oldwine, Chief, Population Office
Mr. Ephraim Despabiladeras, Program Officer

Department of Health/Manila

Dr. Rebecca B. Infantado, Officer-In-Charge, Family Planning Service
Dr. Lourdes S. Paulino, Medical Specialist II, Nutrition Service,
Ms. Maria Loida (Malou) Y. Sevilla, Program Officer, Family Planning Service
Ms. Leticia Daga, Nurse VI, Family Planning Service

Association for Voluntary Surgical Contraception

Dr. Beth Javier, Medical Officer
Ms. Annie Salvacion, Program Officer

Independent Consultants

Mr. Bienvenido (Bing) Alano, Jr., financial consultant, Center for Economic Policy
Research
Dr. Isidore (Sid) Nepomuceno, MIS consultant

Family Planning Logistics Management Project

Mr. David Alt, Senior Resident Advisor

Population Communication Services

Mr. Patrick Coleman, Senior Resident Advisor

United Nations Fund for Population Activities

Ms. Rencie M. Tayzon, Program Officer

Margaret Sanger Center

Ms. Cathy Solter, Resident Advisor

Interactive Asia Group

Mr. Gil Dennis A. Raposa

FPMD/Manila

Ms. Taryn Vian, Resident Advisor
Ms. Eireen Villa, Technical Advisor
Dr. Cecilia Lagrosa, Technical Advisor
Mr. Alvin Ramos, Technical Advisor
Ms. Eve Nabong, Secretary

MSH/Manila

Dr. Steve Solter, Child Survival Advisor

Annex 3: Pre-Workshop Mailing to LGUs

**FAMILY
PLANNING
MANAGEMENT
DEVELOPMENT**

FPMD
Management Sciences for Health
Office for Special Concerns
Department of Health
San Lazaro Compound
Sta. Cruz, Manila, Philippines

February 18, 1994

City of Iloilo

Dear Dr. Rumanico Baronda, City Health Officer, and
Ms. Mary Edurese, City Population Officer,

Relative to our forthcoming Planning Workshop from February 28 - March 4, 1994, in our letter of invitation addressed to your governor/mayor, we have listed some documents and plans for the participants to bring. To assist you further in your preparation for the workshop, we have prepared some **forms and checklists** which you may find useful.

The following items are enclosed in this packet.

- A. Inventory of Health Facilities Form
- B. Inventory of Equipment and Supplies Forms
 - B.1. RHU / BHS
 - B.2. Hospital
- C. Logistics Questionnaire
- D. IEC materials Checklist
- E. Training Inventory Forms
 - E.1. Inventory of trained / untrained personnel
 - E.2. Inventory of FTAs / Preceptors
 - E.3. Inventory of Provincial/City Trainers

Please note that if the data needed in these additional forms / checklists are already available in the other documents of plans, you do not need to fill out the forms again. They are only meant to help you gather information helpful for planning.

Whenever available, please bring to the workshop the **organizational chart** of the health and population **offices** in your province or city, and any data you may have on **resources** being **provided by donors** (local or otherwise). The more information we have, the easier the planning process will be.

We are looking forward to seeing you in Iloilo City.

Best regards.

Very truly yours,



Ms. Taryn Vian, Msc
Resident Advisor

A.

INVENTORY OF HEALTH FACILITIES

[illegible]

- Check if service available.

* e.g., BSPO, CBD, BHW, BNS

Inventory of Equipment/Supplies

Facility _____

	Number	Usable	Non-usable	Other remarks
A. Equipment/Instruments				
1. Weighing scale				
2. BP apparatus				
3. Stethoscope				
4. Speculum				
5. Tenaculum				
6. Uterine sound				
7. Ovum forcep				
8. Uterine hook				
9. Jars with cover				
10. Kelly pad				
11. Flashlight				
12. Sterilizer				
13. Basins				
14. Electric fan				
15. Soap dish				
16. Instrument trays				
B. Medicines/other supplies				
1. Vaginal suppositories				
2. Albothyl concentrate				
3. KOH and NSS				
4. Gloves				
5. Cotton pledget/Ayers spatula				
6. Slides (frosted)				
7. KY jelly				
8. Fixative				

	Number	Usable	Non-usable	Other remarks
9. Alcohol 70%				
10. Anti-rust tablets				
11. Spirit of ammonia				
12. Cotton				
13. Gauze				
14. Pregnancy test				
15. Linen				
a. Hand towel				
b. Pillow case				
c. Linings (tray)				
d. Lining (exam. table)				
C. Contraceptive Supplies				
1. Pills				
2. IUD				
3. Condom				
4. Jelly				
5. Diaphragm				
D. Cleaning materials				
1. Soap				
2. Detergent				
3. Cleaner				
4. Pails				
5. Mops				
6. Rags				
7. Dust pan				
8. Chlorine bleach or powder				

B.2. Inventory of Equipment/Supplies -- Hospital level

Hospital _____

A. Clinic Facilities

Please check
if existing

State briefly the condition

1. Signboard for FP	_____	_____
2. Examining Room	_____	_____
3. Consultation Room	_____	_____
4. Waiting Room	_____	_____
5. Water Facilities	_____	_____
- Handwashing	_____	_____
- Running water	_____	_____
6. Electricity	_____	_____
7. Electric Fan	_____	_____
8. Airconditioner	_____	_____
9. Screened Windows	_____	_____
10. Toilet	_____	_____
11. Operating Room	_____	_____
12. Scrub Room	_____	_____
13. Recovery Room	_____	_____
14. Room for sterilizing equipment	_____	_____

B. Clinic Equipment
and Instruments

Number

Usable

Non-Usable

Other Remarks

1. Thermometer	_____	_____	_____	_____
2. Stethoscope	_____	_____	_____	_____
3. Sphygmomanometer	_____	_____	_____	_____
4. Weighing Scale	_____	_____	_____	_____
5. Examining Table	_____	_____	_____	_____
6. Instrument Tray	_____	_____	_____	_____
7. Instrument Table	_____	_____	_____	_____
8. Gooseneck Lamp	_____	_____	_____	_____
9. Flashlight	_____	_____	_____	_____
10. Sterilizer	_____	_____	_____	_____
11. Vaginal Speculum	_____	_____	_____	_____
12. Uterine Sound	_____	_____	_____	_____

6

13. Scissors, Uterine Sim s/s Blunt 20 cm.	-----	-----	-----	-----
14. Hemostatic Forceps Kocher 6-664	-----	-----	-----	-----
15. Sponge Forcep Foerster, s/s	-----	-----	-----	-----
16. Uterine Forcep Seezing Screwlock 23 cm.	-----	-----	-----	-----
17. Uterine Tenaculum Schroeder Braum s/s	-----	-----	-----	-----
18. IUD Remover	-----	-----	-----	-----
19. Knife Handle with small sized blade	-----	-----	-----	-----
20 Retractor 20 mm in width & 25 mm in depth	-----	-----	-----	-----
21. Allis Clamps or Ocshner Clamps	-----	-----	-----	-----
22. Artery Straight Forceps	-----	-----	-----	-----
23. Artery Curved Forceps	-----	-----	-----	-----
24. Babcock Forceps	-----	-----	-----	-----
25. Curved Mayo and Metzenbaum Scissors	-----	-----	-----	-----
26. Tissue Forceps, toothless	-----	-----	-----	-----
27. Tissue Forceps, 1 x 2 teeth	-----	-----	-----	-----
28. Proctoscope	-----	-----	-----	-----
29. Uterine Tubal Hook	-----	-----	-----	-----
30. Uterine Elevator	-----	-----	-----	-----
31. Straight Mayo Scissors	-----	-----	-----	-----
32. Mosquito Hemostatic Forceps	-----	-----	-----	-----
33. Ambo Bag	-----	-----	-----	-----
34. Oxygen Unit	-----	-----	-----	-----

C. General Supplies

1. Curtains	-----	-----	-----	-----
2. Shaver & Blade	-----	-----	-----	-----
3. Gloves	-----	-----	-----	-----
4. Lubricant	-----	-----	-----	-----
5. Linens				
--Operating sheets & towels	-----	-----	-----	-----
- Operating packs	-----	-----	-----	-----
- Scrub suits, masks & caps	-----	-----	-----	-----
- Patient's gowns	-----	-----	-----	-----
6. Gauze	-----	-----	-----	-----
7. Cotton	-----	-----	-----	-----
8. Catheter	-----	-----	-----	-----
9. Syringes	-----	-----	-----	-----
10. Needles				
- Injectable	-----	-----	-----	-----
--Cutting	-----	-----	-----	-----
- Round	-----	-----	-----	-----
11. Medicine Glasses	-----	-----	-----	-----
12. Spatulas	-----	-----	-----	-----
13. Swabs	-----	-----	-----	-----
14. Plaster	-----	-----	-----	-----
15. Test Tubes	-----	-----	-----	-----
16. Slides	-----	-----	-----	-----
17. Test Tube Holder	-----	-----	-----	-----
18. Analgesics	-----	-----	-----	-----
19. Antispasmodic Drug	-----	-----	-----	-----
20. Antihistaminic Drugs	-----	-----	-----	-----
21. Antiseptic Drugs	-----	-----	-----	-----
22. Antifungal Drugs	-----	-----	-----	-----
23. Antibiotic Drugs	-----	-----	-----	-----
24. IV Fluids	-----	-----	-----	-----
25. Anesthetic Drugs				
- Xylocaine	-----	-----	-----	-----
- Adrenaline	-----	-----	-----	-----
- Valium/Demerol	-----	-----	-----	-----

5

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1. How many quarterly deliveries of contraceptives has your province/city made to the RHUs, hospitals and NGO clinics in your province/city under the Contraceptive Distribution and Logistics Management Information System (CDLMIS)? What were the start and end dates of each of these deliveries?

End Date

-

No

3. Describe any problems your province/city is having in implementing the CDLMIS:

14

24. Emergency Drugs

- Antropine
- Ephedrine
- Ammonia
- Diazepan
- Lidocaine

25. Clinic Forms

FP 1

FP 2

FP 2A

FP 2S

FP 3

LOG-99P

LOG-99I

NFP Charts

26. Contraceptives

Pill

IUD

- Lippes Loop

- CuT 380A

Condom

Others, pls. specify

27. IEC Materials (Please specify)

_____	_____	_____
_____	_____	_____

Prepared by:

Attested by:

Printed Name and Signature

Clinic Manager
(Printed Name and Signature)

Designation

Date: _____

Date: _____

Approved by:

Head of Agency

4. Where are the contraceptives for your province/city stored?

5. How large is this storage area?

_____ square meters

6. Is your provincial/city contraceptive storage area:

	YES	NO
- Large enough to comfortably hold all of the necessary contraceptives	_____	_____
- Dry (no leaking roof, wall or floors)	_____	_____
- Well ventilated (cool)	_____	_____
- Free from pests (termites, rodents, cockroaches, etc.)	_____	_____
- Well lighted	_____	_____
- Secure from Theft	_____	_____
- Clean	_____	_____
- Orderly	_____	_____
- cartons stacked off floor on pallets made of wood or steel	_____	_____
- cartons stacked no more than 2.5m high	_____	_____
- cartons stacked so identification marks and labels are visible	_____	_____
- cartons stacked with sufficient aisle space between stacks	_____	_____

7. Is your province/city practicing "FEFO" (First Expiry, First Out) when issuing contraceptives?

20

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

✓

7.

22

[illegible]

2

6. COLLATERAL MATERIALS													
a) Button - Kung sila'y mahal n'yo magplano													
b) T-Shirts - Kung sila'y mahal n'yo magplano													
c) Stickers - FP saves lives - Kung Sila'y mahal n'yo magplano													
d) Umbrella - Kung sila'y mahal n'yo (no clinic allocation)													
e) PFPP Pins													
f) 2 yr. calendar													
g) Sign Board - Kung sila'y mahal n'yo magplano													
h) PFPP bags													

Legend:

- 1* LGU deliver the material to clinic
- 2* Clinic staff pick up the material at LGU warehouse
- 3* Distributed during training

E. 1

List of Field Training/Preceptor Areas & Preceptors by Province

Province/City: _____

Form 14

Form II						
* List of Field Trng. Area (FTA)	Average Number of New Acceptors per month	Name of Preceptors in the FTA	Designation	Year Attended Preceptors Course	Available always to Precept	
					Yes	*No

- . . . if in the province, indicate the municipality.
 . . . if yes, indicate no. of hours able to precept or indicate either full time or part time;
 . . . if no, indicate why not

Prepared by: _____

Date: _____

E. 2

[illegible]**Variations**

Date: _____

24

Annex 4: Selected Workshop Materials

**Orientation/Planning Workshop for the
LGU Performance Program**

Punta Villa, Iloilo City

February 28 - March 4, 1994



a collaboration of

Department of Health—Office for Special Concerns

Management Sciences for Health—FPMD Project

FIRST ORIENTATION/PLANNING WORKSHOP FOR JS

28 February - 4 March, 1994

Sunday, 27 February	Monday, 28 February	Tuesday, 1 March	Wednesday, 2 March	Thursday, 3 March	Friday, 4 March
(morning)	<p>8:00 - 8:30 Agenda and Expectations</p> <p>8:30 - 9:30 LGU Performance Program Description (Taryn Vian)</p> <p>9:30 - 10:30 Case Study: Developing Integrated FP and Selected CSP Interventions (Mary Edurese)</p> <p>10:30 - 10:45 Break</p> <p>10:45 - 12:00 Continuation</p>	<p>8:00 - 8:15 Announcements</p> <p>8:15 - 10:15 Service Delivery: Addressing Barriers (Part I)</p> <ul style="list-style-type: none"> - VSC - Pills/Condoms - IUD - DMPA & other methods - Child survival interventions <p>(Panel of Reactors: - Dr. Nellie Antigua - Dr. Rebecca Infanteado - Dr. Carmen Gervacio)</p> <p>10:15 - 10:30 Break</p> <p>10:30 - 12:00 Continuation: Plenary Session with Panel of Reactors</p>	<p>8:00 - 8:15 Announcements</p> <p>8:15 - 10:00 Logistics (David Alt)</p> <p>10:00 - 10:15 Break</p> <p>10:15 - 12:00 IEC (Patrick Coleman)</p>	<p>8:00 - 8:15 Announcements</p> <p>8:15 - 10:00 MIS: Record Systems, Monitoring and Evaluation (Dr. Isidore Nepomuceno)</p> <p>10:00 - 10:15 Break</p> <p>10:15 - 11:00 Continuation</p> <p>11:00 - 12:00 Financing Mechanism (Dr. Bienvenido Alano)</p>	<p>8:00 - 8:15 Announcements</p> <p>8:15 - 10:00 Action Plan 1994 (Dr. Cecilia Lagrosa)</p> <p>10:00 - 10:15 Break</p> <p>10:15 - 10:30 Workshop Evaluation</p> <p>10:30 - 10:45 Workshop Synthesis (Ms. Loida Sevilla, Taryn Vian)</p> <p>10:45 - 11:15 Closing Program</p>
	12:00 - 2:00 Lunch Break	12:00 - 2:00 Lunch Break	12:00 - 2:00 Lunch Break	12:00 - 2:00 Lunch Break	11:15 - 12:00 Closing Luncheon
(afternoon)	<p>2:00 - 3:30 Situation Analysis and Development of Plan Objectives (Peg Hume)</p> <p>3:30 - 3:45 Break</p> <p>3:45 - 6:00 Continuation</p>	<p>2:00 - 2:30 Intro. of Planning Worksheets (Eireen Villa)</p> <p>2:30 - 3:30 Service Delivery: Addressing Barriers (Part II)</p> <ul style="list-style-type: none"> - Team work: Formulate plan to address barriers to effective service delivery. <p>3:30 - 3:45 Break</p> <p>3:45 - 6:00 Continuation</p>	<p>2:00 - 3:30 Training (Lety Daga)</p> <p>3:30 - 3:45 Break</p> <p>3:45 - 6:00 Continuation: Team Work on Logistics, IEC, and Training</p>	<p>2:00 - 3:30 Program Management/ Administrative Support (Taryn Vian)</p> <p>3:30 - 3:45 Break</p> <p>3:45 - 5:00 Budgeting (Eireen Villa)</p> <p>5:00 - 6:00 Team Work on Budgeting</p>	12:00 up Preparation for going home
(evening)	<p>6:00 - 6:30 Day's Review</p> <p>7:00 Welcome Dinner</p> <p>8:00 Trainers' Meeting</p>	<p>6:00 - 6:30 Day's Review</p> <p>7:00 - 8:00 Dinner</p> <p>8:00 Social</p> <p>7:30 Trainers' Meeting</p>	<p>6:00 - 6:30 Day's Review</p> <p>7:00 Dinner</p> <p>8:00 - 9:00 Continuation: Team Work (Participants)</p> <p>8:00 - 9:00 Trainers' Meeting</p>	<p>6:00 - 7:00 Dinner</p> <p>7:00 - 9:00 Continuation: Team Work on Budgeting</p>	
<p>4:00 - 6:00 Registration</p> <p>6:00 - 7:00 Dinner</p> <p>7:00 - 7:30 Opening Program</p> <p>7:30 - 8:30 Wanted Poster (Dr. Cecilia Lagrosa)</p> <p>8:30 - 9:30 Administrative Matters</p>					
Officer of the Day: Eireen Villa	OD: Cecilia Lagrosa	OD: Taryn Vian	OD: Ma. Loida Sevilla	OD: Peg Hume	OD: Eireen Villa

Orientation/Planning Workshop for LGUs

Workshop Objectives

- To introduce the participants to the mechanism through which provinces and cities will be granted DOH-LGU Performance Program Grants.
- To introduce the basic requirements of the proposals and the basis on which these will be selected for funding;
- To introduce the basic management systems to include: contraceptive logistics and information systems, service delivery policies and standards (Dept of Health - C.O.), and budgeting and financial management requirements;
- To familiarize participants with available resources from other CAs, other national institutions such as the National Statistics Office, or through NGOs. These might include technical assistance in training, logistics management, information systems or general management;
- To initiate process of team building among the members of each Provincial or city team which will be essential to effective implementation of plans. *

Workshop Output

- Draft proposals from each Province/City team.
- Action Plan for 1995

LGU PERFORMANCE PROGRAM DESCRIPTION

PURPOSE AND CONTENT:

This session will provide an introduction to the LGU Performance Program, a grant program which will be managed by the Department of Health Office for Special Concerns, with funding from USAID. Topics to be covered will include the program design incorporating population, family planning, and selected child survival interventions; the criteria by which LGUs will be selected to participate in the program; the increasing LGU coverage over the anticipated 5 years of program support; and the concept of continued funding being tied to achievement of progressive indicators of program performance.

Participants will be informed of the requirements for participation and first year funding in the LGU Performance Program, with regard to the development of program plans, budgets, and the establishment of capacity benchmark indicators, themes which will be further developed in the course of this workshop.

DURATION: 1 hour

OBJECTIVES:

By the end of the session, participants will be able to:

1. Identify family planning and the 4 child survival interventions of EPI, ARI, CDD, and micronutrients, as the key program elements of the LGU Performance Program.
2. Explain the performance based mechanism by which continued participation in the program will be tied to the achievement of progressive benchmark indicators.
3. Describe in general terms the requirements for first year participation in the program, to include development of a program plan, budget, and establishment of capacity benchmark indicators.

PREPARATION AND MATERIALS:

handouts to be distributed

DEVELOPING AN INTEGRATED POPULATION/FAMILY PLANNING/CHILD SURVIVAL PROGRAM

PURPOSE AND CONTENT:

In this session, a case study will be presented which reviews the process that was followed in developing the population and family planning program in one pilot LGU. This case will then be discussed for lessons learned which may be of use to LGUs just embarking on the planning process. Guidelines for developing an integrated population, family planning, and child survival plan, incorporating required program elements, will then be reviewed.

DURATION: 2 hours 30 minutes

OBJECTIVES:

By the end of the session, participants will be able to:

1. Describe the operational problems that were encountered in the case presented, and the solutions that were taken and/or suggested.
2. Identify steps that could be taken in the planning process, or elements that could be included in the plan, to avoid or address such problems.
3. Describe the elements that should be included in the integrated plan for population, family planning, and selected child survival interventions.

PREPARATION AND MATERIALS:

Read case study, "The Iloilo City Experience."

Guidelines for development of an Integrated Plan

SITUATION ANALYSIS AND DEVELOPMENT OF PLAN OBJECTIVES

PURPOSE AND CONTENT:

The purpose of this session is to assist participants to develop objectives for their integrated population/family planning/child survival plans, based on a realistic appraisal of their current situation. Using a technique called situation analysis (SWOT), participants will work in LGU groups to identify the strengths, weaknesses, opportunities, and threats facing their LGU. Based on this analysis, they will generate program objectives which support the overall program goal.

LGU work groups will prepare brief presentations of their objectives, as well as identifying particular areas that need strengthening. Required sections of program plans will be discussed.

DURATION: 4 hours, including group work and presentations

OBJECTIVES:

By the end of the session, participants will be able to:

1. State the overall goal for the LGU Performance Program.
2. List the strengths, weaknesses, opportunities, and threats facing their LGU.
3. List objectives they would like to achieve through the LGU Performance Program.
4. Identify particular areas in their plans that may need strengthening.

PREPARATION AND MATERIALS:

Area Program Based Health Plans and other plans, if available.

SERVICE DELIVERY: ADDRESSING BARRIERS

PURPOSE AND CONTENT:

This session will review the family planning methods and 4 child survival interventions (EPI, ARI, CDD, and micronutrients) to be addressed through the LGU Performance Program. Participants will work in small groups to generate a listing of the barriers to effective delivery of these family planning services and child survival interventions. They will be encouraged to consider the following issues: what services should be available at different levels of health facilities, with particular emphasis on supply and resupply of commodities, VSC, and the introduction of new program methods such as DMPA; referral systems and the management of complications; and coordination with municipalities, other GOs and NGOs.

Following this discussion, participants will return to their LGU groups to review and modify their plans to address barriers to effective delivery of family planning, EPI, ARI, CDD, and micronutrients.

Worksheets for workplan development will be introduced.

DURATION: 7 hours 30 minutes, including group work

OBJECTIVES:

By the end of the session, participants will be able to:

1. Identify barriers to the effective delivery of the various family planning methods (pills/condoms, IUD, VSC, DMPA and others) and child survival interventions (EPI, ARI, CDD, micronutrients).
2. Discuss national standards and policies with regard to the availability of these services.
3. Discuss the design of effective referral systems.
4. Discuss issues and problems of proper case management.
5. Describe how effective intra-LGU coordination (with municipalities, other GOs, and NGOs) can support effective service delivery.

LOGISTICS

PURPOSE AND CONTENT:

This session reviews the basic features of the Contraceptive Distribution and Logistics Management Information System (CDLMIS), with special emphasis on why it is important that LGUs carry out the system as designed. Plans under consideration for including child survival supplies in this system will also be discussed.

Workshop participants will identify problems they are having in carrying out the CDLMIS in their respective provinces and cities, and develop a plan for resolving these problems. The plan will include identification of any resources requested under the LGU Performance Program in order to successfully implement the CDLMIS.

DURATION: 1 hour 45 minutes, followed by team work

OBJECTIVES:

By the end of the session, participants will be able to:

1. Describe the key features of the CDLMIS.
2. Explain why it is important that LGUs implement the CDLMIS as designed.
3. Identify problems being experienced in CDLMIS implementation, including warehousing problems.
4. Identify specific workplan objectives and activities which address current problems in implementing CDLMIS, making use of resources available through the LGU Performance Program (e.g., upgrading of warehouses, training in warehouse management, training of delivery teams).

PREPARATION AND MATERIALS:

1. Family Planning Logistics Questionnaire

INFORMATION, EDUCATION AND COMMUNICATION

PURPOSE AND CONTENT:

This session provides an overview of the basic processes and principles of communication planning. It explores the means for using these processes and principles for both national level and LGU level communication strategies development and implementation. The workshop participants will have an opportunity to address issues related to the development of LGU specific communication plans in small groups.

This session will also provide a framework for understanding what types of national level IEC support will be provided and how to access this support. In addition, the expectations for LGU specific communication interventions and activities will also be discussed.

DURATION: 1 hour 45 minutes, followed by team work

OBJECTIVES:

By the end of the session, participants will be able to:

1. Identify the types of IEC assistance that will be provided by the central office and know how to access this support.
2. Explain the process for developing a communication strategy.
3. Describe what resources they have available to them and what their needs are in order to develop a LGU specific communication plan.

PREPARATION AND MATERIALS:

1. List of the basic steps to go through in developing a communication strategy.
2. Form to identify resources and gaps at the LGU level.

TRAINING

PURPOSE AND CONTENT:

This session provides participants with an overview of DOH training policies and guidelines, and issues involved in the management of training programs. It introduces participants to techniques for analyzing training requirements in their own LGUs, and matching these with the various family planning training courses available in the region/province/city. Issues of accessing training resources will be discussed, with particular emphasis on funding mechanisms and how they work, so that participants will be able to identify ways to request assistance from available funding sources. From the list of Field Training Areas and an Inventory of Family Planning Trainers in Preceptors in their LGU (forms that were distributed to LGUs in advance), participants will be assisted in assessing their training capabilities so that they can plan the implementation of training programs accordingly. Potential support through the LGU Performance Program will be discussed.

DURATION: 1 hour 30 minutes, followed by team work

OBJECTIVES:

By the end of the session, participants will be able to:

1. Discuss training policies pertinent to family planning training programs.
2. Identify their own training gaps/requirements and assess the availability of appropriate family planning training courses.
3. Discuss anticipated constraints in implementing training programs and develop ways to address them.
4. Discuss resource options, and describe ways to access available funding.
5. Propose specific workplan objectives/activities for addressing training needs, making use of resources available through the LGU Performance Program.

PREPARATION AND MATERIALS:

Worksheets: Health Personnel and Type of FP Training Undergone
List of Field Training/Preceptor Areas and Preceptors
Inventory of Provincial/City FP Trainers

MIS: RECORD SYSTEMS, MONITORING AND EVALUATION

PURPOSE AND CONTENT:

The session will give us a quick review of the different Health, Family Planning and Demographic data available in a province and identify and interpret a minimum useful indicators needed to draw up conclusions on what's going on in that area. The session will be discussing also the different methods of data collection currently available and describe their limitations on how these data are supposed to be collected.

The second part of the session will be devoted on how the National Programs view the importance of having a minimum set of indicators with standardized definitions, the need to develop a community-based system to support the existing facility-based MIS that will possibly bridge the gap for local data requirements, and the need to develop other administrative systems to support their program management.

The last part of the session will discuss the 3 categories of benchmark indicators for monitoring implementation of LGU performance plans. The participants will be identifying potential benchmarks for service availability and program performance, and develop capacity-building benchmark indicators for this year's program plans; at the same time, identifying the needed MIS to be developed for generating these indicators.

DURATION: 3 hours 30 minutes

OBJECTIVES:

By the end of the session, the participants will be able to:

1. Identify and interpret key indicators useful for assessing Health, Family Planning and Population Programs.
2. Describe the limitation of data currently collected in facility-based MIS.
3. Explain the difference between population-based statistics and service statistics.
4. Explain the importance of maintaining a minimum standard set of indicators for LGUs.
5. Explain the need to develop a community-based MIS and other administrative systems to support LGUs' program management.

FINANCING MECHANISM

PURPOSE AND CONTENT:

This session will present the mechanism for transfer of funds under the LGU Performance Program to participating LGUs. Issues and problems in implementation of the above mechanism at the LGU level will be discussed. The need to assign responsibility for the monitoring of program resources will be emphasized.

DURATION: 1 hour

OBJECTIVES:

By the end of the session, participants will be able to:

1. Explain the financing mechanism envisioned for the LGU Performance Program.
2. Discuss issues and problems with regard to budget releases at the LGU level.

PREPARATION AND MATERIALS:

none

PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT

PURPOSE AND CONTENT:

This session is designed to assist participants in identifying the program management and administrative supports that will be required for effective implementation of their LGU Program Plans. They will be encouraged to consider issues such as development of LGU policy and procedures; coordination among the various units involved; specification of roles and responsibilities; training of program managers and administrative staff; monitoring of workplan implementation and expenditures; maintenance of personnel, finance, administrative, and other record systems; and procurement of needed and appropriate office technology and equipment.

DURATION: 1 hour 30 minutes, followed by team work

OBJECTIVES:

By the end of the session, participants will be able to:

1. Identify potential issues and constraints that may confront their LGU in implementation of their LGU Performance Plan.
2. Explain actions that could be taken to improve and integrate population/family planning and the selected child survival programs.
3. Specify activities and/or inputs (e.g. coordination meetings, specification of roles and responsibilities, office technology, training) to facilitate successful program management and administration.

PREPARATION AND MATERIALS:

none

BUDGETING

PURPOSE AND CONTENT:

In this session participants will be assisted in the development of budgets to support their integrated workplans, using a specified worksheet format, in the setting of priorities to keep workplans within available resources, and finally in translation of activity budgets to consolidated line item budgets to facilitate budget monitoring.

DURATION: 1 hour 15 minutes, followed by team work

OBJECTIVES:

By the end of the session, participants will be able to:

1. Cost activities, using specified budget categories.
2. Prioritize activities, based on resources available.
3. Develop a consolidated line item budget.

PREPARATION AND MATERIALS:

Activity worksheets from previous sessions

Worksheet #4

ACTION PLAN 1994

PURPOSE AND CONTENT:

This session provides participants the opportunity to review their progress during the workshop toward development of a 1st draft plan for the LGU Performance Program, and to identify what work is still needed to finalize the plan. Using a worksheet developed for this purpose, participants will be assisted in identifying action steps to be undertaken between the end of the workshop and the end of 1994. Assistance that will be available from the Office for Special Concerns, through LGU Program staff, will be discussed.

DURATION: 1 hour 45 minutes

OBJECTIVES:

By the end of the session, participants will be able to:

1. Analyze the work accomplished by their LGU team in this workshop, with reference to what is required, for development of a plan for participation in the LGU Performance Program.
2. Identify concrete action steps for completing their plans.
3. Describe the technical assistance they will receive from the Office for Special Concerns.

PREPARATION AND MATERIALS:

1. Action plan form
2. Workshop materials from previous sessions, and outputs from team work (as reference)

WORKSHEET 1: LISTING OF OBJECTIVES

GOAL: to expand the delivery of family planning services and four child survival interventions (EPI, ARI, CDD, micronutrients)

COMPONENT: _____

OBJECTIVE

I.

II.

III.

10

✓

WORKSHEET 2: LISTING OF ACTIVITIES

COMPONENT: _____

OBJECTIVE: _____

ACTIVITY
A.
B.
C.
D.

AN

[illegible]

WORKSHEET 4: COSTING OF ACTIVITIES

OAL: to expand the delivery of family planning services and four child survival interventions (EPI, ARI, CDD, micronutrients)

COMPONENT: _____

OBJECTIVE:

ACTIVITY (1)	RESOURCE REQUIREMENTS			AMOUNT BY FUNDING SOURCE			
	BUDGET CATEGORY (2)	BUDGET DETAIL (3)	TOTAL AMOUNT (4)	LGU (5)	LPP (6)	OTHERS (SPECIFY)	
						AMOUNT (7)	SOURCE (8)
1.A							
UBTOTAL FOR ACTIVITY:							

WORKSHOP EVALUATION

We would appreciate your evaluation of the workshop. Your responses will enable us to improve future workshops and make them more useful to participants. All responses will be kept confidential. Thank you.

I. Please think about the following list of workshop sessions.

1. LGU Performance Program Description
2. Case Study of Iloilo City
3. Developing an Integrated Population/Family Planning/Child Survival Program
4. Situation Analysis/Development of Objectives
5. LGU Presentations of Objectives and Major Activities
6. Service Delivery: Addressing Barriers
7. Logistics
8. IEC
9. Training
10. MIS: Record Systems, Monitoring, and Evaluation
11. Financing Mechanism
12. Budgeting
13. Program Management and Administrative Support
14. Action Plan 1994

A. Which three of the sessions listed above were the most useful? Why?

B. Which three of the sessions listed above were the least useful? Why?

II. Please respond to the following by circling 1- 5, with 5 being high, 1 being low.

	<u>HIGH</u>				<u>LOW</u>
· Overall satisfaction with workshop	5	4	3	2	1
· Usefulness of sessions in developing your plan	5	4	3	2	1
· Satisfaction with amount of formal presentation	5	4	3	2	1
· Satisfaction with amount of group work	5	4	3	2	1

III. Please provide suggestions for the following:

A. improvements in presentation, materials, or procedures:

B. follow-up after the workshop:

C. additional or improved materials that you would have found useful:

D. additional topics that you would have found useful:

Use the back or additional sheets if you wish to provide any further comments.

Annex 5: Workshop Participants

**List of Participants, Resource Persons and Support Staff
Orientation/Planning Workshop for the LGU Performance Program
Punta Villa, Iloilo City
February 28 - March 4, 1994**

<u>OFFICES/UNITS</u>	<u>NAMES</u>	<u>DESIGNATIONS</u>
I. Participants		
Regional Health Office IV	Dr. Ethylene Nieto Dr. Jasmin Chipeco	OIC, Regional Director FP Coordinator
Laguna Province	Dr. Cirila Jorvina Ms. Teresita Mercado Dr. Octavius Dawa Mr. Leonardo Abadier Dr. Heriberto Barroga	PHO FP Coordinator Tech. Coordinator PPO PPO - POL
Batangas Province	Dr. Johnny Ilustre Dr. Evalor de Luna Ms. Daisy Faller Ms. Araceli Cabral	PHO Tech. Coordinator FP Coordinator PPO
Regional Health Office VI	Dr. Merceditas Cavaneyro Dr. Lourdes Naragdao	OIC, Regional Director FP Coordinator
Regional Population Office VI	Dr. Violeta Hubag	Regional Pop. Officer
Iloilo Province	Dr. Francisco Dumayas Dr. Jose Farrol Ms. Elizabeth Bañes Mr. Godofredo Cubil Ms. Cecilia del Castillo	PHO APHO for Field Operations/ Technical Coordinator FP Coordinator PPO Field Operations Supervisor-PPO
Iloilo City	Dr. Rumanico Baronda Dr. Annabelle Tang Ms. Mary Edurese Ms. Fermina Hamsani	CHO FP Coordinator CPO Dist. Pop. Officer

<u>OFFICES/UNITS</u>	<u>NAMES</u>	<u>DESIGNATIONS</u>
Negros Occidental	Dr. David Lozada	PHO
	Dr. Luisa Efrén	APHO for Field Operations/ Technical Coordinator
	Ms. Celia Fuentebaja	FP Coordinator
	Mr. Bienvenido Menodiado	PPO
	Ms. Edith Villanueva	Vice-Chairman, Sang. Panlalawigan

II. Resource Persons

Dr. Carmencita Reodica	Asst. Secretary, DOH-OSC
Dr. Rebecca Infantado	OIC, Director, FP Service
Ms. Lety Daga	FP Service
Ms. Taryn Vian	Resident Advisor
Dr. Cecilia Lagrosa	Technical Advisor
Ms. Eireen Villa	Technical Advisor
Ms. Peg Hume	Consultant
Dr. Bienvenido Alano	Consultant
Mr. Alvin Ramos	Technical Advisor
Ms. Malou Sevilla	FPMD-DOH-FPS Counterpart
Dr. Carmen Gervacio	FPMD-DOH-MCHS Counterpart
Mr. Patrick Coleman	Sr. Resident Advisor, PCS/JHU
Ms. Lolita Tabale	Program Officer, JHU
Mr. David Alt	Resident Advisor
Ms. Rencee Ayson	UNFPA Representative
Mr. Ephraim Despabiladeras	USAID Representative
Dr. Nellie Antigua	AVSC
Dr. Isidore Nepomuceno	Consultant

III. Support Staff

FPMD Office	Ms. Daisy Loneza	Secretary, FPMD
FP Service	Ms. Juanita Manalo	Project Secretary, FPS

29

Annex 6: Participants' Evaluation of Workshop

1. WHICH SESSIONS DID YOU FIND MOST USEFUL/LEAST USEFUL?

		MOST USEFUL		LEAST USEFUL	
WORKSHOP SESSIONS		No.	%	No.	%
1.	LGU PERFORMANCE PROGRAM DESCRIPTION	2	14.3	1	7.1
2.	CASE STUDY OF ILOILO CITY	-	-	7	50.0
3.	DEVELOPING AN INTEGRATED POPULATION, FP AND CHILD SURVIVAL PROGRAM PLAN	5	35.7	-	-
4.	SITUATIONAL ANALYSIS/ DEVELOPMENT OF OBJECTIVES	5	35.7	-	-
5.	SERVICE DELIVERY: ADDRESSING BARRIERS	6	42.6	-	-
6.	LOGISTICS	4	28.6	-	-
7.	IEC	2	14.3	2	14.3
8.	TRAINING	2	14.3	2	14.3
9.	MIS: RECORDS SYSTEM MONITORING AND EVALUATION	4	28.6	-	-
10.	FINANCING MECHANISM	2	14.3	-	14.3
11.	BUDGETING	7	50.0	-	-
12.	PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT	2	7.1	-	-
13.	ACTION PLAN	-	-	-	-
ALL OF THE ABOVE		1	7.1	-	-
NONE OF THE ABOVE		-	-	3	21.4
NO RESPONSE		-	-	3	21.4

TOTAL NO. OF RESPONDENTS (N) 14

II. GENERAL EVALUATION

		RATING							
		HIGH				LOW			
		5		4		3		2/1	
CATEGORIES		No.	%	No.	%	No.	%	No.	%
1.	OVERALL SATISFACTION WITH WORKSHOP	5	35.7	9	64.2				
2.	USEFULNESS OF SESSIONS IN DEVELOPING PLAN	8	57.1	6	42.8				
3.	SATISFACTION WITH AMOUNT OF FORMAL PRESENTATION	5	35.7	8	57.1	1	7.1		
4.	SATISFACTION WITH AMOUNT	4	28.6	8	57.1	2	14.3		

**FAMILY
PLANNING
MANAGEMENT
DEVELOPMENT**

FPMD
Management Sciences for Health
400 Centre Street
Newton, MA 02158, U.S.A.

MEMORANDUM

April 8, 1994

TO:

Eilene Oldwine
Ephraim Despabiladeras
Keys MacManus
Bill Johnson
Maria Busquets-Moura
Charlotte Ureskoy
Zynia Rionda
Nate Wooley
Adrienne Allison
Patrick Coleman

Dawn Wadlow
Mark Sherman
David Alt
Glenn Ferri
Dr. Nelie Antigua
Gil Garcia
Bob Simpson

USAID/Manila
USAID/Manila
R&D/POP/RCD, USAID
R&D/POP/RCD, USAID
R&D/POP/CMT, USAID
R&D/POP/CMT, USAID
ASIA/DR/TR, USAID
POL/CDIE/DI, USAID
CEDPA
Johns Hopkins Univ./Population Communication
Services/Manila (JHU/PCS)
CARE/Philippines
The Futures Group
FPLM/JSI
Bureau of Census
AVSC/Manila
EDF
Basics

FROM:

Alison Ellis, Regional Director, Asia/Near East, FPMD

Enclosed for your information and review is a copy of the *Philippines Trip Report, February 9-March 6, 1994*, prepared by Peg Hume and Paul Fishstein. Your comments and feedback on this report are welcome. Please do not hesitate to contact me if you have any questions.